Civil Rights Requirements

FNS Instruction 113-1: Civil Rights
Compliance and Enforcement – Nutrition
Programs and Activity

• Goal of Civil Rights is to maintain

Equality

Empowerment

-Access

Dignity

TRIVIA TIME

TOPIC: CIVIL RIGHTS

WHERE CAN YOU FIND ALL OF THE CIVIL RIGHTS REQUIREMENTS FOR USDA NUTRITION PROGRAMS?

- a) The CACFP regulations (7 CFR § 226)
- b) FNS Instruction 796-2, rev. 3
- c) FNS Instruction 113-1
- d) DCMR Title 4

FNS Instruction 113-1: Civil Rights Compliance and Enforcement – Nutrition Programs and Activities

TRIVIA TIME

- How many Protected Classes has the USDA established?
 - **–** 6
- Can you name them?
 - Race
 - Color
 - National Origin
 - Sex
 - Age
 - Disability

- How many Protected Classes has the District of Columbia established?
 - 11
- Can you name them?
 - Marital status
 - Personal appearance
 - Sexual Orientation
 - Gender Identity or expression
 - Family responsibilities
 - Familial status
 - Place of residence or business
 - Genetic information
 - Matriculation
 - Source of income
 - Political affiliation

TRIVIA TIME

TOPIC: TYPES OF DISCRIMINATION

Which of the following is **NOT** a type of discrimination?

- a) Not accommodating someone in a protected class
- b) Treating people in a protected class differently from others
- c) Excluding participants outside of your program's scope
- d) Retaliating against someone for filing a civil rights complaint

TRIVIA TIME

TOPIC: ASSURANCES

WHAT ARE ORGANIZATIONS REQUIRED TO ASSURE IN ORDER TO RECEIVE USDA FUNDS?

- a) That they will not discriminate against protected classes
- b) That they will follow all applicable laws, regulations, policies, guidance, and instructions
- c) That they will maintain civil rights data and documentation
- d) That they will allow civil rights compliance reviews
- e) All of the above

TRIVIA TIME

TOPIC: ANNUAL TRAINING

NORMA'S HOUSE OF LOVE CDC HELD CIVIL RIGHTS TRAINING FOR FRONTLINE STAFF ON AUGUST 3RD.

ON OCTOBER 5TH, A NEW TEACHER NAMED TINA BEGINS WORKING AT THE CENTER.

WHEN SHOULD TINA RECEIVE HER FIRST TRAINING ON CIVIL RIGHTS?

- a) Within three months
- b) Next year at the center's annual civil rights training
- c) When the State Agency has time to train her
- d) During her new staff member orientation

All frontline staff must receive civil rights training initially and annually thereafter.

TRIVIA TIME

TOPIC: DATA COLLECTION

WHICH IS TRUE ABOUT ANNUAL CIVIL RIGHTS DATA COLLECTION?

- a) USDA uses the data to direct the integration of programs
- b) The State Agency requires institutions to report March data
- c) Institutions report data on actual participants and the eligible population
- d) Institutions must require participants to identify their race and ethnicity for the annual report

Civil Rights Data Documentation Form



The Child and Adult Care Food Program

Annual Civil Rights Data Collection Form

In order to comply with federal civil rights requirements, please use this form to record:

- The actual race and ethnicity information for all CACFP participants at your institution, and
- The race and ethnicity of potentially eligible persons who live in the service area of the institution or its facilities.

The State Agency recommends completing this form each December using data from participants who were enrolled or in attendance during the month of November. However, the form may be done at any time that reflects usual enrollment or attendance as long as it is completed once annually.

nstitution Address:	
Actual Participants' Race and Ethnicity Informati	on
Total number enrolled or in attendance:	In (month and year):
Ethnicity	
Number Hispanic or Latino:	Number Not Hispanic or Latino:
Race	
Number American Indian or Alaskan Native:	Number Native Hawaiian or Other Pacific Islander:
Number Asian:	Number White:
Number Black or African American:	
Data Source:	·
Race and Ethnicity Information for the Eligible Po	·
Data Source: Population: District Ward (specify): Ethnicity Number or Percentage of Hispanic or	: Di Other (specify): Number or Percentage of Not Hispanic
Data Source: Population: District Ward (specify): Ethnicity	: Di Other (specify): Number or Percentage of Not Hispanic
Data Source: Population: District Ward (specify): Ethnicity Number or Percentage of Hispanic or Latino:	Number or Percentage of Not Hispanic or Latino:
Data Source: Population: Di District Di Ward (specify): Ethnicity Number or Percentage of Hispanic or Latino: Race Number or Percentage American	Number or Percentage of Not Hispanic or Latino: Number or Percentage Native Hawaiian or Other Pacific Islander:
Data Source: Population: District Ward (specify): Ethnicity Number or Percentage of Hispanic or Latino: Race Number or Percentage American Indian or Alaskan Native:	Number or Percentage of Not Hispanic or Latino: Number or Percentage Native Hawaiian or Other Pacific Islander: Number or Percentage White: Two or More Races / More Than One
Data Source: Population: District Di Ward (specify): Ethnicity Number or Percentage of Hispanic or Latino: Race Number or Percentage American Indian or Alaskan Native: Number or Percentage Asian: Number or Percentage Black or	Number or Percentage of Not Hispanic or Latino Number or Percentage Native Hawaiian or Other Pacific Islander. Number or Percentage White Two or More Races / More Than One

Printed Name of Institution Official

- Civil Rights Data Collection must be taken annually
- Organizations are required to obtain the race and ethnicity of program participants upon enrollment and annually
- Sponsors have the option to complete this form using aggregate data from all of their centers/facilities (use the Data Source for the Eligible Population – District)

Staff Training

Complaint Procedures

Public Notification

Customer Service

Language Assistance

"Justice for All" poster



Where should this poster be?

Hung in each participating facility where it is visible to participants and parents

It must be printed on 11" x 17" paper